

INFORMATION AND COMMUNICATION SERVICES
NIH- TASK ORDER FORM (For Use By Non-NIH Federal Agencies)

RFTOP# 11 TITLE: Head Start Support

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

A. Point of Contact Name: Diane Coger, Contracting Officer
email DCoger@PSC.GOV

Phone- 301-443-7083 Fax- 301-443-8488

Proposal Address: Billing Address:
HHS/Program Support Center Use proposal address.
5600 Fishers Lane, Rm 5-95
Rockville, MD 20857

B. PROPOSED PERIOD OF PERFORMANCE: One year from task order award with 4 additional one year options. PROPOSED PERIOD OF PERFORMANCE: SEPTEMBER 30, 2001 THROUGH SEPTEMBER 29, 2002 WITH FOUR (4) TWELVE (12) MONTH OPTION PERIODS

C. PRICING METHOD: Cost Plus Fixed Fee.

D. PROPOSAL INSTRUCTIONS: . An original and six (6) copies of your technical and business proposals and past performance information must be submitted with the RFTOP number.

E. RESPONSE DUE DATE: Monday, 30 July 2001 at 4:00PM

F. TASK DESCRIPTION:

Go to next page.

ESTIMATED COST

Contractor shall be responsible for providing the services set forth in Section B at the following estimated cost plus fixed fee:

	<u>Estimated Cost</u>	<u>Fixed Fee</u>	<u>Estimated Cost Plus Fixed Fee</u>
Period	\$ _____	\$ _____	\$ _____
n Period I	\$ _____	\$ _____	\$ _____
n Period II	\$ _____	\$ _____	\$ _____
n Period III	\$ _____	\$ _____	\$ _____
n Period IV	\$ _____	\$ _____	\$ _____

TOTAL ESTIMATED COST PLUS FIXED FEE: \$ _____

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

B.1. PURPOSE

The purpose of this Task Order is to support Head Start research activities which promote the Head Start leadership role in the field of early childhood and families and its interaction and partnership with the academic community by providing technical research support, database design and management, website design and management and conference/meeting support.

B.2. INTRODUCTION

Head Start has been providing comprehensive services to low-income preschool children and their families for over 35 years. Although Head Start has almost always served families with infants and toddlers through the Parent and Child Centers (PCCs) and immigrant programs, for the first time the Head Start Act of 1994 specifically set aside funds to serve families with the youngest children.

As the nation's largest program for low-income young children and their families that is directly operated by the Federal government, Head Start serves in a leadership position and as a national laboratory for the development of new knowledge and state-of-the-art services for children and their families from the prenatal period through preschool.

In order for Head Start to maintain its leadership position in the provision and demonstration of state-of-the-art services, Head Start initiates and supports new research activities; synthesizes, disseminates and incorporates into program operations important research findings; and actively engages the academic community as partners in all research endeavors. As a national laboratory, Head Start also supports evaluation and research of the Head Start program, its various demonstrations, and related individual research activities through grants and contracts.

In support of its leadership role in setting research directions, the dissemination and application of research findings and the interaction and engagement of the academic community, Head Start is soliciting proposals to carry out the following activities:

1. solicit research papers from noted experts on issues of interest to Head Start;
- host invitational presentations;
3. conduct literature reviews and research syntheses on specific research topics;
4. manage the document manager system;

5. maintain the reviewers and consultant database;
6. provide conference/meeting support for the Advisory Committee on Head Start Effects;
7. update the Head Start and Early Head Start Annotated Bibliographies and maintain that portion of the Head Start website and maintain a research library of all references at the contractor=s offices;
8. solicit interested researchers to serve in capacities as proposal reviewers, consultants and focus group participants and maintain a researchers database website accessible by a variety of sorting categories;
9. arrange meetings of and coordinate activities of cluster group research grantees (e.g., Head Start/University Partnerships, Head Start scholars, the local Early Head Start Consortium and the Head Start Quality Research Centers; and maintain listserves for each of the cluster research groups.

B.3. SCOPE OF WORK

All tasks will remain the same for the base period of performance and each option period of the contract except where advances in software and hardware may modify the specifications for the software and hardware specified in the tasks below. The Contractor shall:

B.3.1. Task 1 B Meet with the Project Officer (PO)

1. The Contractor shall meet with the PO in Washington, D.C. within ten working days after contract award. National Head Start staff will be present at the meeting. Discussion topics will include, but not be limited to, the purpose of the project, specific tasks to be undertaken, where possible, expected meetings and dates for those meetings and technical reporting requirements. Discussions of technical report requirements will include the establishment of an agreed upon list of progress and performance indicators, which will provide the PO and the Contractor with information for taking actions necessary to insure timely and satisfactory completion of the project in accordance with the work plan and delivery schedule.
2. Notwithstanding meetings for the purpose of carrying out other tasks of the contract, the Contractor shall meet with the PO at least quarterly during the period of performance of this contract.

B.3.2. Task II B Make Arrangements for Commissioned Papers

1. The Administration for Children and Youth and Families (ACYF) shall identify 10 leading experts to prepare papers for the base period and each option period of the contract. The Contractor shall be responsible for contacting the experts, and assuming the costs of honoraria (\$1,500 per paper), and travel and per diem expenses if the expert is asked to present the paper in Washington.
2. The Contractor shall prepare a bibliography as a symposium product. The bibliography shall include a compilation of all references in the experts' papers and additional references that are found in on-line computer searches.
3. The Contractor shall arrange for minutes of all presentation discussions.
4. The Contractor shall post the expert papers, and the relevant bibliography on the website. The draft document shall be due two months after the due date of the paper. The document shall require the review and approval of the PO and ACYF prior to posting the document on the ACF website.
5. The Contractor shall arrange meeting space for one meeting of 75-100 people and hotel accommodations for presenters. Prepare all meeting materials, such as briefing books, badges, table tents, etc. and make arrangements for necessary audio-visual aids.

B.3.3. Task III B Conduct literature reviews, research syntheses, on specific research topics

1. The Contractor shall conduct literature reviews and research syntheses both as part of the symposium and independently on selected research topics and topics identified by the Early Head Start Longitudinal Research Consortium and for publication on the Head Start website.
2. ACYF shall identify five (5) consultants to review the research syntheses prior to publication on the web. The review will be undertaken through the use of a document manager system permitting receipt of comments by multiple users and subsequent updates of documents in a web-enabled, password-secure environment accessible via any web browser. The Document Manager System shall utilize CGI/Perl coding and be hosted on a Unix server. Unix script commands shall be created to archive a document for review and the comments associated with that version of the document. Search functions capabilities include the ability to track

comments and run reports by individual user, group of users, and/or all users.

3. The Contractor shall conduct two literature reviews, and one synthesis for the base period and each option period of the contract.
4. Each literature review, and synthesis requires the review of the PO and ACYF prior to publication on the website.
5. The Contractor shall pay each reviewer an honorarium of \$500 a day for three days for each review.
6. Upon review and approval of the literature reviews and the synthesis, the Contractor shall place them on the Head Start website in accordance with Administration of Children and Families (ACF=s) procedures.

B.3.4. Task IV B Update Head Start Annotated Bibliographies and Maintain the Head Start Research Library

1. The Contractor shall identify, collect, abstract, edit and up-date and expand the on-going Head Start and Early Head Start annotated bibliographies databases. These bibliographies shall contain both research on Head Start (from 0-5) and related research conducted on low-income young children and their families.
2. These systems containing abstracts, citations and subject codes for research documents applicable to each bibliography shall utilize Microsoft Access databases, CGI/Perl scripting language and an HTML front-end to be housed on ACF=s Unix server. The systems shall permit access to the general public and provide details on how the bibliographies were developed, how to submit research for inclusion in the bibliographies and availability of materials. Each system shall also contain ad hoc search functions permitting users to search the systems by a variety of selection criteria including author, title, subject, year and journal.
3. The Contractor shall maintain the Head Start research library at the Contractor=s facility with hard copies of all references noted in the annotated bibliographies and hard copies of articles and books cited in the literature reviews, and research syntheses.
4. The Contractor shall maintain a stringent check-out, check-in system by which the general public can use the hard copies at the Contractor=s office. Because of copyright considerations, the general public cannot make copies of the Contractor=s hard copies.

B.3.5. Task V B Solicit new Head Start reviewers and consultants and maintain consultant files

1. In the fall of the base period and each option period of the contract, the Contractor shall advertise in leading professional journals for new researchers who are interested in becoming Head Start reviewers and consultants.
2. The Contractor shall mail the consultant information forms, secure vitae and enter the information in the on-going consultant database as described below.
3. The Contractor shall have a system for keeping an extensive list of and contact information for qualified researchers. This system must utilize a web-based Oracle database which enables users to generate both standard and customized reports selected and sorted by multiple criteria and data fields. The sort fields must include subject matter expertise, age group expertise, minority population expertise, region and state in which the reviewer resides, reviewer=s race, reviewers gender (both used only to insure diversity), relevant work history, educational background, publication history, and prior experiences as a reviewer. The Contractor shall print reports identifying consultants with particular expertise for symposia, focus groups, workgroups and grant reviews.

B.3.6. Task VI B Provide conference/meeting support for Head Start grantee meetings

1. The Contractor shall provide conference/meeting support for two-day meetings of the University/Head Start Partnership and Graduate Student Head Start Research grantee meetings for the base period and each option period of the contract. Conference/meeting support shall include securing meeting space and hotel rooms, audio-visual equipment and all materials related to the meeting.
2. The Contractor shall prepare briefing books and agendas for each meeting. The briefing books and agendas shall be sent to each grantee two weeks prior to each meeting.
3. The Contractor shall prepare summaries of each meeting. These summaries shall be due two weeks after each meeting.
4. The Contractor shall mail copies of the summaries to all grantees.

B.3.7. Task VII B Coordinate and provide conference/meeting support for the Consortium for the Early Head Start Longitudinal Study

1. The Contractor shall serve as the coordinator for the Early Head Start Longitudinal Research consortium.
2. The Contractor shall maintain and manage the already established Early Head Start

Consortium web site and listserve for communication among all Consortium members including the Coordinating Center and Federal staff.

3. The Contractor shall arrange for three (3) two-day meetings of the Early Head Start longitudinal research consortium for the base period and each option period. The Contractor shall be responsible for all the expenses of meeting space, other meeting expenses and preparation of materials for all of the meetings and travel and per diem for approximately 30 people for one of the meetings.
4. The Contractor shall arrange tele-conferencing calls among all the members of the Consortium Steering committee members.

B.3.8. Task VIII B Provide assistance for research proposal reviews

1. Using the consultant database, the Contractor shall prepare a list of consultants with skills appropriate to the proposals under review.
2. After selection of the invitees by ACYF, the Contractor shall contact the consultants to secure their participation.
3. During the review process, the Contractor shall perform oversight functions, such as reviewing the score sheets for completed sentences and thoughts, arithmetical errors, etc.
4. After the award of the grants, the Contractor shall prepare a data file of the names, addresses, phone numbers, fax and e-mail addresses of the successful grantees and add them to the already existing listserves of University/Head Start Partnership and Graduate Student grantees.

B.3.9. Task IX B Provide Conference/Meeting Support for the Advisory Panel on Head Start Effects

1. The Contractor shall perform all tasks for two (2) meetings of the Advisory Panel on Head Start Effects for the base period and each option period of the contract.
2. The tasks include, but are not limited to, finding meeting space, securing hotel rooms for 30 Advisory Panel members, preparing briefing books, name tags and table tents for both Advisory Panel members and others and arranging the meeting room according to standard protocol for advisory panels.

3. The Contractor shall be responsible for securing and receiving back all documents which are required from Advisory Panel members.
4. The Contractor shall be responsible for all allowable travel expenses for the Advisory Panel members including, travel, hotel accommodations and per diem.
5. The Contractor shall use the document manager system described under Task III for reviews of documents and reports by the Advisory Committee members.

C. DELIVERIES OR PERFORMANCE

C.1. Period of Performance

The period of performance shall be for 12 months from the effective date of this task order with four (4) twelve (12) month option periods. These options may be exercised in accordance with Federal Acquisition Regulation (FAR) 52.217-9, Option to Extend the Term of the Contract (MAR 2000).

C.2. Delivery Schedule

The Contractor shall submit to the Project Officer (PO) the following items, in the quantities specified and during the periods listed below:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Delivery Due Date</u>
1.	Progress Reports	4*	Quarterly
2.	Draft Symposium documents (Task II)		Eight weeks after meeting with PO
3.	Expert paper posting (Task II)		Twelve weeks after paper due date
4.	Literature Reviews (2) (Task III)		TBD
5.	Research synthesis (1) (Task III)		TBD
6.	Annotated Bibliographies		June 30 of

(Task IV)

each phase

7. Financial Report of Individual Project/Contract (See E. below) Reporting Period	3*	Quarterly, not later than 30 Working Days after Close of
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*One copy is to be delivered to the Contracting Officer

C.3. Place of Performance

The services provided under this contract shall be performed within the Washington Metropolitan area, however, if the Offeror is out-of-town, the Offeror must have a local office and the staff proposed must be stationed in the local office.

D. Type of Contract

It is anticipated that a cost plus fixed fee task order award will be made from this RFTOP.

E. HHSAR 352.224-70 Confidentiality of Information (APR 1984)

- a. Confidential information, as used in this clause, means (1) information or data of a personal nature about an individual, or (2) proprietary information or data submitted by or pertaining to an institution or organization.
- b. In addition to the types of confidential information described in 1(1) and (2) above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of preliminary invalidated findings could create erroneous conclusions which might threaten public health or safety if acted upon.
- c. The Contracting Officer and the Contractor may, by mutual consent, identify elsewhere in this contract specific information and/or categories of information which the Government will furnish to the Contractor or that the Contractor is expected to generate which is confidential. Similarly, the Contracting Officer and the Contractor may, by mutual consent, identify such information from time to time during the performance of the contract. Failure to agree will be settled pursuant to the "Disputes" clause.
- d. If it is established elsewhere in this contract that information to be utilized under this contract, or a portion thereof, is subject to the Privacy Act, the Contractor will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a,

and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

- e. Confidential information, as defined in (1) and (2) above, that is information or data of a personal nature about an individual, or proprietary information or data submitted by or pertaining to an institution or organization, shall not be disclosed without the prior written consent of the individual, institution, or organization.
- f. No information regarding the Contractor=s performance of the contract shall be disclosed by the Contractor to anyone other than Government officials unless written approval is obtained in advance from the Contracting Officer.
- g. All information obtained by the Contractor relating to any employee of the Government shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm or corporation, in accordance with the Government and Federal laws governing the confidentiality of records.

F. Contract Financial Report

1. The DHHS Financial Report of Individual Project/Contract* shall be submitted by the Contractor in accordance with the instructions which accompany the form, in an original and two copies, not later than thirty (30) working days after the close of the reporting period. The line entries for subdivisions of work and elements of cost (expenditure categories) to be reported within the total contract shall be as stated in paragraph 4. below. Subsequent changes and/or additions in the line entries shall be in writing.

* If you do not have a copy of this form please contact the POC above who will fax a copy.

2. The first financial report shall cover the period consisting of the first quarter following the date of the contract, in addition to any fractional part of the initial month.
3. If the final payment of this contract is to be made on the basis of a desk audit, the Contracting Officer may require the Contractor to submit detailed support for costs contained in one or more interim financial reports.
4. The Contractor shall furnish the following minimum information in support of the costs submitted as follows:

1. Period of performance for which costs are claimed;
 2. Labor segregated by category;
 3. Overhead rate(s) and costs;
 4. Material costs;
 5. Equipment costs;
 6. General and Administrative rates and costs as applicable;
 7. Travel costs; and
 8. Any other supporting data that will clarify unusual expenditures.
5. The Contractor shall include the costs for the current period and the cumulative costs for the total contract according to the categories shown above.

General Instructions

1. Your attention is directed to the requirement for the submission of technical, cost, and past performance proposals contained in F.1., F.2., and F.3. of this RFTOP. Your proposal must be submitted in accordance with these instructions.
2. The proposal must be signed by an official authorized to bind your organization. An original and six (6) copies of your technical and business proposals and past performance information must be submitted with the RFTOP number.
3. The RFTOP must be prepared in three parts: a "Technical Proposal," A Cost Proposal, @ and "Past Performance.@ Each of these parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of evaluation of the other. The technical proposal must not contain reference to cost; however, resource information such as data concerning labor hours and categories, materials, subcontracts, etc., must be contained in the technical proposal so that your understanding of the scope of work may be evaluated. It must disclose your technical approach in sufficient detail to provide a clear and concise presentation that includes, but is not limited, to the requirements of the technical proposal instructions.

You may, at your discretion, submit alternate proposals or proposals which deviate from the requirements; provided, that you also submit a proposal for performance of work as specified in the statement of work. These proposals may be considered if overall performance would be improved or not compromised, and if they are in the best interest of the Government. Alternate proposals, or deviations from any requirement of this RFTOP, must be clearly identified.

4. This RFTOP does not commit the Government to pay any cost for the preparation and submission of a proposal. In addition, the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.

G.1. Technical Proposal Instructions

- a. The Offeror's proposal shall be limited to 75 single-sided double spaced pages. Staff resumes may be included in an appendix.
- b. Proposals which merely paraphrase the requirements of the Government's statement of work or parts thereof or use such phrases as "will comply" or "standard techniques will be employed" will be considered non-responsive to this request for proposal and will not be eligible for award.
- c. The technical proposal should contain as much detail as necessary to fully describe your approach and capabilities within the established page limits.
- d. The technical proposal must include the names, positions and proposed duties of the key personnel and key subcontractor employees, if any.
- e. The proposal must also include the amount of time each of the key personnel will spend on the project and a list of and percentage of time allocated to other projects. The percentage of time allotted to this project, other projects, and time not allocated should add up to 100 percent.

G.2. Past Performance Evaluation

Offerors should note that Past Performance relates to the "quality" and how well a Contractor performed the services under a contract.

It is the government's intent to utilize the past performance data that was developed in support of the basic award of these contracts for this evaluation. If a firm has one or two additional contracts that are more pertinent to this requirement, they may submit the following information as part of their proposal. **THIS SUBMISSION IS NOT REQUIRED AND THE GOVERNMENT MAY CHOOSE NOT TO CONSIDER ADDITIONAL INFORMATION IN THE ASSESSMENT OF PAST PERFORMANCE.**

- a. A list of three similar contracts completed during the past three (3) years (calendar years 1998, 1999 and 2000) and all contracts currently in process. The Government will evaluate past performance on contracts that are similar in nature to the requirements of this RFTOP. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments and commercial customers. Include the following information for each contract:
 - 1. Name of Contracting Organization;
 - 2. Contract Number;

3. Contract Type;
4. Total Contract Value;
5. Description of Requirement;
6. Contracting Officer's Name, Telephone Number and Facsimile Number;
7. Program Manager's Name, Telephone Number and Facsimile Number; and
8. Explanation/Comments Regarding Problems Encountered and Corrective Actions Taken.

b. Each Offeror will be evaluated on its performance under existing and prior contracts which are similar in nature to the requirements of this RFTOP. The Government is not required to contact all references provided by the Offeror. Also, references other than those identified by the Offeror may be contacted by the Government to obtain additional information that will be used in the evaluation of the Offeror's past performance. Information for the evaluation of past performance will be randomly requested from the list of references, or other sources as previously stated. Performance information will be used for both responsibility determinations and as an evaluation factor to be scored in accordance with G. below.

c. Offerors are further advised that thorough and complete past performance information is required. Explanations/comments regarding problems encountered and corrective actions taken shall be addressed as a part of the proposal submitted in response to this solicitation. The Government will take the Offeror's comments into consideration when conducting its past performance evaluation. OFFERORS MAY NOT BE GIVEN ANOTHER OPPORTUNITY TO ADDRESS PROBLEMS ENCOUNTERED IN PAST PERFORMANCE.

G.3. Cost Proposal Evaluation

The cost proposal must be prepared and submitted separately in the following format:

1. Cover Page

The Offeror shall provide the name of the organization, business address, title of the project, date proposal submitted, and RFTOP Task Order number on the cover page.

2. Table of Contents

Include in the table of contents sufficient detail so that all important elements of the proposal can be located readily.

3. Cost Proposal

The Offeror, at a minimum, must submit a cost proposal fully supported by documentation adequate to establish the reasonableness of the proposed amount of this RFTOP. The information must be in sufficient detail in order to allow for a complete cost analysis. The cost proposal shall provide information that is adequate to validate that the proposed costs are consistent with the technical proposal; provide information to support an analysis of material cost; and provide supporting information such as explanations or supporting rationale as needed to permit the Contracting Officer to evaluate proposed costs.

3.1. Cost Estimates

The Offeror should itemize the cost for each period of performance in a format similar to that outlined in Attachment 2, Contract Pricing Format.

3.1.1. Direct Labor

Direct labor cost estimates shall be supported with breakdowns by the major functional areas, including the number of person-hours and applicable actual or average hourly rates. The Offeror must submit his/her proposed wages, salary rate schedules and plan for any additional compensation resulting from employee relations, profit sharing, pension or health and welfare benefits. Indicate whether current rates or escalated rates are used. If escalation is included, state the percent and methodology, e.g., annual flat rate applied to a base rate as of a specific date or a midpoint rate for the period of performance. Salary increases that are anticipated during the performance of the resultant contract must be proposed.

State whether any additional direct labor (new hires) will be required during the period of performance. If so, indicate the number of positions to be filled, and the anticipated date of hire. Also, specify the month and day on which your fiscal year commences. The

Offeror shall also state the hourly overtime premium rate to be paid for all direct labor proposed.

3.1.2. Other Direct Costs

Include in this category estimated costs for all other direct costs associated with providing the type of services to be acquired (e.g., consultants, transportation/travel, supplies and equipment, communications, etc.). A complete explanation of each element of cost detailing the rationale used in developing the estimate must be included. In order to evaluate all Offerors equally, the Government requests that Offerors prepare cost proposals without consideration of any Government furnishings and supplies (including consumables) currently in their possession. Upon contract award, the Government will determine the disposition/usage of any Government furnishings and property.

3.1.3. Level of Effort

Estimates of the level of effort to carry out the work described herein are given below for key personnel and are exclusive of consultants. It is estimated that the base period of performance and the four (4) option periods will require the same level of effort. The Government presents this description for the base period of performance of the level of effort as an example of how to carry out the scope of work.

<u>Key Personnel</u>	<u>Person Hours</u>
Project Director	1116
Research Associates	1860
Research Assistants	1860
Conference/Meeting	
Planner	372
Technical Writer	186

Offerors are expected to make their own independent assessments of the resources needed to perform the stated tasks.

3.1.4. Administrative and Management Data

1. Commitments - The Offeror shall list commitments relating to the specified work or services and indicate whether these commitments will or will not interfere with the completion of work and services contemplated under this proposal.
2. Financial Capacity - The Offeror shall indicate if he has the necessary financial capacity, working capital and other resources to perform the contract without assistance from any outside source. (If not, indicate the amount required and the anticipated source.) The following information must be submitted:
 - a. The name, address, and telephone number of the Offeror's cognizant Government audit agency and a copy of its current agreement on indirect cost rates; and
 - b. A copy of the Offeror's most recent financial statements and all information deemed relevant to convincingly demonstrate its ability to perform the requirement from a financial point of view. Similar information is requested for any proposed subcontractors.

G. EVALUATION FACTORS

OFFERORS ARE ADVISED THAT IN THE EVALUATION OF THESE PROPOSALS PARAMOUNT CONSIDERATION WILL BE GIVEN TO TECHNICAL ISSUES RATHER THAN COST OR PRICE.

1. Understanding the Problem (up to 10 Points)
 - a. The extent to which the offeror demonstrates an understanding of the substantive issues associated with Head Start's research activities and related coordination and integration of these research activities.
 - b. The extent to which the offeror demonstrates an understanding of the tasks and identifies problems and solutions.

Methodology (up to 25 Points)

- a. The adequacy of the offeror's methods for the coordination and integration of the various activities.
- b. The adequacy of the offeror's methods for the conduct of the advisory panel meetings

and cluster group research meetings as demonstrated by the discussion of the offeror's approach to the substance of the various types of meetings, the specific arrangements that need to be made, the type of problems that could occur and the solution to those problems.

- c. The adequacy of the offeror's approach to the research reviews and research syntheses.
- d. The adequacy of the offeror's approach in conducting the information technology requirements of the project including the management of databases, listserves, websites, document manager systems and knowledge of the procedures for placing documents on the website.

3. Personnel (up to 30 Points)

- a. The Project Director shall hold at least a Master's degree in Child and Family Studies, Developmental Psychology or a closely related field and has at least two years of experience serving as a project director in projects where there is continuous interaction with the academic community, research activities, data and website management and logistics support.
- b. Offerors are to demonstrate the degree to which the Project Director and other research associates have sufficient training and experience in Head Start research and evaluation issues to carry out reviews and synthesis of professional and technical research literature.
- c. Offerors are to demonstrate the extent to which the Project Director and other key staff have demonstrated the ability to write/and or edit technical research papers.
- d. Offerors must indicate whether the Project Director and other key staff are presently employed by the Offeror. Points will be deducted if proposed staff have to be hired or recruited.
- e. Offerors are to demonstrate the degree to which the project staff has demonstrated experience in the logistics of different types of meetings, and the unique requirements of each including experience with the negotiations with hotels and other arrangements associated with such meetings.
- f. Offerors are to demonstrate the degree to which the staff has had experience working with the Early Head Start Research Consortium and maintaining the Early Head Start Research website and listserve.

- g. Offerors are to indicate the degree to which the staff has had experience with the Federal Advisory Committee Act (F.A.C.A.) procedures and logistical activities associated with formal Advisory Panels.
- h. Offerors are to demonstrate staff experience with designing web pages that are to be placed on the ACF website, familiarity with the most current agency website policies, the required procedures and experience with partially managing the website including links to a secure server maintained by the Offeror.

Management Plan (up to 5 Points)

Offerors are to provide a management plan that describes the Offeror=s approach to managing the work and subcontract management, if applicable.

Corporate Capabilities (up to 30 points)

- a. Offerors are to demonstrate that their site has a system for keeping an extensive list of and contact information for qualified researchers that utilizes a web-based Oracle database which enables users to generate both standard and customized reports selected and sorted by multiple criteria and data fields (see B.3.5.3.).

Offerors are to demonstrate a document management system permitting electronic dissemination, receipt of comments by multiple users, and subsequent updates of documents in a web-enabled, password-secure environment accessible via any web browser. The offeror shall demonstrate the ability to create Unix script commands to archive a document for review and comments associated with that version of the document. The offeror shall demonstrate extensive HTML knowledge that is required for translating the documents into a web-based format (see B.3.3.).

Offerors are to demonstrate the capability to mount and run the system for the Annotated Bibliography of Head Start Research and Longitudinal Research on Infant and Toddler Interventions: An Annotated Bibliography, within a week of contract award (see B3.4.).

Offerors are to demonstrate their experience in maintaining and retrieving hard copies of all bibliography entries for use by the general public at their facility.

Offerors are to demonstrate the degree to which the Offeror and the staff proposed have had experience managing national grant review.

Past Performance (up to 30 points)

- a. The past performance evaluation will be based on information obtained from references provided by the Offeror, as well as other relevant past performance information obtained from other sources known to the Government.
- b. When evaluating past performance, the Government will focus on the areas of: Quality of Service; Timeliness of Performance; Price/Cost Control; Customer Satisfaction and General Information.
- c. In the event the Government receives a proposal from an Offeror who does not have a past performance record, the Government will average the past performance rating of all Offerors submitting technically acceptable proposals and apply the average rating to the Offeror's proposal.

RFTOP# 11 TITLE: Head Start Support
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____
TO # ICS-_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method:

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE

CONTRACTOR:_____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED
THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE
PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:

FAX #

Signature - Project Officer

Date

APPROVED:_____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR
ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN
APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: _____
Signature –Anthony M. Revenis, J.D., NIH-ICS Coordinator Date